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Government of Kerala
2026

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കേരള ഗസറ്റ്
KERALA GAZETTE
അസാധാരണം
EXTRAORDINARY

ആധികാരികമായി പ്രസിദ്ധപ്പെടുത്തുന്നത്
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Thiruvananthapuram,
Monday

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12th January 2026
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28th Dhanu 1201
1947 പൌഷം 22
22nd Pousha 1947

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No. 136

GOVERNMENT OF KERALA

Abstract

SCHEME FOR ESTABLISHING E-FILING CENTRES FOR THE LITIGANT PUBLIC AT ALL COURT CENTRES IN KERALA—APPROVED—ORDERS ISSUED

LAW (KLBF) DEPARTMENT

G.O. (P) No. 1/2026/LAW. **Dated, Thiruvananthapuram, 7th January, 2026.**

Read:—(1) Minutes of the 56th KLBF Trustee Committee meeting held on 2-7-2022.

(2) Minutes of the 57th, 58th, 59th, 60th, 61st, 62nd, 63rd, 64th and 65th KLBF Trustee Committee meetings held on 5-11-2022, 28-4-2023, 16-12-2023, 5-10-2024, 23-11-2024, 29-3-2025, 24-5-2025, 23-8-2025 and 17-10-2025 respectively.

(3) Resolution of the 66th KLBF Trustee Committee meeting held on 23-12-2025.

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ORDER

As per paper read as 1st above, the Kerala Legal Benefit Fund Trustee Committee in exercise of its powers conferred by rule 12 of the Kerala Legal Benefit Fund Rules, 1991 has given approval for incurring expenditure from the Kerala Legal Benefit Fund for establishing e-filing Centres for the litigant public at all Courts Centres in Kerala in its 56th meeting held on 2-7-2022 and also recommended certain amendments to the draft Scheme. In its subsequent meetings convened as per paper read as 2nd above, the Kerala Legal Benefit Fund Trustee Committee considered the draft Scheme and suggested various modifications for facilitating e-filing for the litigant public in all Court Centres in Kerala. As per paper read as 3rd above, the Kerala Legal Benefit Fund Trustee Committee has given approval to the Scheme for establishing e-filing centres for the litigant public at all Court Centres in Kerala and directed the Government to approve and to notify the Scheme at the earliest.

2.Government have examined the matter in detail and are pleased to approve the Scheme for establishing e-filing centres for the litigant public at all Court Centres in Kerala and also to notify the Scheme (copy enclosed) in the Official Gazette at the earliest.

(By order of the Governor)

K. G. SANAL KUMAR,
Law Secretary.

To

1. The Private Secretary to the Hon'ble Chief Minister.
2. The Private Secretary to the Hon'ble Minister for Law, Industries & Coir.
3. The Hon'ble Chairman, Secretary and other members of the KLBF Trustee Committee.
4. Law (Accounts) Department.
5. The Principal Accountant General (Audit), Kerala, Thiruvananthapuram.
6. The Accountant General (A & E), Kerala, Thiruvananthapuram.
7. The Finance Department (Vide U. O. No. Exp. A4/904/2025/Fin. dated 22-12-2025).
8. The Electronics and I.T (I.T. Cell) Department (Vide U. O. File No. IT Cell-2/16/2025-ITD. Dated 27-5-2025.
9. The I & PR (Web & New Media) Department.
10. Stock File/Office Copy.

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THE SCHEME FOR e-FILING CENTRES FOR THE LITIGANT PUBLIC AT ALL COURT CENTERS IN KERALA, 2026

(*Under rule 8 &12 of the Kerala Legal Benefit Fund Rules, 1991*)

The Scheme.—A Scheme for establishing e-filing Centres through Bar Associations and Advocates' Clerks Associations for facilitating e-filing for the litigant public in all Court Centres in Kerala, as decided by the 56th meeting of the Kerala Legal Benefit Fund Trustee Committee (KLBFTC) vide its Resolution dated 2-7-2022 and approved by the 66th meeting of the Kerala Legal Benefit Fund Trustee Committee (KLBFTC) vide its Resolution dated 23-12-2025.

The Scheme shall come into force on the date of notification in official gazette.

1. *Introduction*.—This Scheme is intended for supply of Computer, Scanner and UPS to Bar Associations recognized by the Bar Council of Kerala and Advocates' Clerks Associations nominated by such recognized Bar Associations for establishing e-filing Centres for the litigant public in all court centres, for easy implementation of e-filing.

The Bar Associations and Advocates' Clerks Associations concerned shall arrange a trained person to provide assistance for the litigant public for e-filing. This will help the litigant public, Advocates and Advocates' Clerks to overcome the present difficulties of e-filing in all Courts Centres owing to lack of sufficient gadgets for e-filing. The fundamental goals of this Scheme is to gain easy implementation of e-filing in all Courts, as well as to adopt e-governance practices for delivering services, exchange of information, communications, integration of various standalone systems as well as back office process etc. and thereby providing an efficient legal service for the litigant public in the State of Kerala.

2. *Definitions*.— In this Scheme, unless the context otherwise requires,—

(a) "Applicant" means a Bar Association recognized by the Bar Council of Kerala under section 13 of the Kerala Advocate's Welfare Fund Act, 1980 (Act 21 of 1980); or a recognized Clerks Association under section 15 of the Kerala Advocates' Clerks Welfare Fund Act, 2003 (Act 27 of 2003) nominated by the Bar Association;

(b) "Bar Association" means, an association of advocates recognized by the Bar Council of Kerala under section 13 of the Kerala Advocate's Welfare Fund Act, 1980 (Act 21 of 1980);

(c) "Beneficiaries" means advocates, advocates' clerks and litigant public;

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(d) “Clerks Association” means an association of Advocates’ Clerks recognized under section 15 of the Kerala Advocates’ Clerks Welfare Fund Act, 2003 (Act 27 of 2003) and nominated by the Bar Association recognized by the Bar Council of Kerala;

(e) “Committee” means the Kerala Legal Benefit Fund Trustee Committee constituted under rule 4 of the Kerala Legal Benefit Fund Rules, 1991;

(f) “Form” means, the form appended to this Scheme;

(g) “Fund” means, the Kerala Legal Benefit Fund constituted under sub-section (2) of section 76 of the Kerala Court Fees and Suits Valuation Act, 1959 (Act 10 of 1960);

(h) “Litigant Public” means a party-in-person or a party to a litigation instituted or to be instituted before any court of law and seeking services of the applicant for the purpose of e-filing;

(i) “President” means the President of the Bar Association or the Advocates’ Clerks Association concerned;

(j) “Secretary” means the Secretary of the Bar Association or the Advocates’ Clerks Association concerned;

(k) “Successful Applicant” means the applicant who has duly submitted an application by remitting ₹ 1000 as application fee and selected by the KLBFTC under the Scheme and allowed to pay 10% of the price of gadgets by executing the bond appended to the Scheme.

3. *Eligibility Criteria*.—At a Court Centre, only one Bar Association and one Advocates' Clerks Association shall be eligible under the Scheme. The Applicant Associations shall have the following eligibility criteria, namely:—

(a) The applicant shall be a recognized Bar Association under the Bar Council of Kerala and under the Kerala Advocates’ Welfare Fund Act, 1980 (Act 21 of 1980); or

(b) The applicant shall be a recognized Clerks Association under section 15 of the Kerala Advocates’ Clerks Welfare Fund Act, 2003 (Act 27 of 2003) and nominated by the Bar Association recognized by the Bar Council of Kerala.

(c) The applicant shall arrange the services of a trained person for installation and maintenance of the Computer, Scanner and UPS, at their own cost.

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4. *Documents to be submitted along with the application*.—The Secretary or President who is holding the charge of the Associations concerned shall be required to submit true copies of the following documents, namely:—

(a) Aadhaar Card of the Secretary or President who is the authorized signatory of the applicant Associations;

(b) Advocates' ID Card or Registered Advocates' Clerks ID Card;

(c) Passport Size Photograph;

(d) Resolution passed by the Executive Committee or the Managing Committee of the Associations concerned, authorizing either Secretary or President as its authorized signatory.

5. *Application Form*.—Application for supply of Computer, Scanner and UPS to Associations for establishing e-filing centres shall be submitted in the Form appended to this Scheme along with the proof of remittance of ₹ 1000 (Rupees One thousand only) payable to the Special Treasury Savings Bank A/c No. 799011400008108 in the name of Law Secretary opened specifically for the purpose of this Scheme maintained at District Treasury, Thiruvananthapuram.

6. *General Conditions*.—For the purpose of supplying Computer, Scanner and UPS, the Committee may consider,—

(a) The financial statement and the report of the Executive Committee of the associations concerned during the last five years;

(b) Such other matters as the committee deems fit.

7. Computer, Scanner and UPS shall not ordinarily be supplied unless the association concerned has at least one trained person and necessary infrastructure.

8. The Computer, Scanner and UPS shall be supplied on site by the Centralized Procurement and Rate Contract System (CPRCS) of the Government of Kerala.

9. The applicant shall provide sufficient office space and infrastructure to install the Computer, Scanner and UPS near the Court premises so that the advocates, advocates' clerks and litigant public shall have free access.

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10. The applicant shall render necessary services for uploading physical files produced by the advocates, advocates' clerks and litigant public.

11. Applicant shall give such security and execute bond, in the Form appended to the Scheme as directed by the Committee.

12. The specification of the Computer is "Desktop PC High End Intel Core i5, 16 GB RAM, Ubuntu worth ₹ 51,701" and the specification of the Scanner is "A4 Sheetfed Scanner worth ₹ 26,274" [As per Serial No. 7 and 13 in the list contained in G. O. (Rt.) No. 194/2024/ITD dated 4-9-2024 and CPRCS Product Specification & Price Details]. The specification of the UPS is 600 VA worth ₹ 4,326 [As per Serial No. 5 in the list contained in G. O. (Rt.) No. 194/2025/ITD dated 25-8-2025 and CPRCS Product Specification & Price Details]. KLBFTC shall supply gadgets only after receiving the proof of remittance of ₹ 8,250 ie., approximately 10% of the project cost (₹ 82,301) payable to the Special Treasury Savings Bank A/c No. 799011400008108 in the name of Law Secretary opened specifically for the purpose of this Scheme maintained at District Treasury, Thiruvananthapuram.

13. Custody and maintenance of supplied gadgets under this Scheme excluding warranty period shall be the responsibility of the association concerned and any misuse and mal-administration of supplied gadgets shall be dealt stringently.

14. Violation of the terms and conditions of this Scheme shall entail forfeiture of future benefits from the Committee.

15. Wherein the applicant voluntarily opts out of the Scheme, the applicant shall forthwith return all the gadgets supplied under the Scheme in good condition on intimating the same in writing to the Secretary of the Committee.

16. The applications shall be submitted within one month from the date of commencement of the Scheme or within such period as may be decided by the KLBFTC.

17. The Scheme shall be sent forthwith to the Bar Council of Kerala for circulating it to all recognized Bar Associations and Advocates' Clerks Associations nominated by such recognized Bar Associations in Kerala.

18. The applications under the Scheme shall be submitted to the Bar Council of Kerala and the Bar Council of Kerala shall forward the application to the KLBFTC after initial scrutiny.

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19. The KLBFTC shall conduct the final scrutiny, select and approve the applications received through the Bar Council of Kerala and the decision of the KLBFTC shall be conclusive and final.

20. The following conditions of service shall be mandatory for all e-filing centres established under this Scheme, namely:—

(a) The e-filing centre shall remain operational during all working days/hours of the respective Court Centres, including extended hours during peak filing periods;

(b) During operational hours, the e-filing centre shall arrange at least one trained person who is competent in,—

(i) Court procedures and e-filing processes;

(ii) Computer operations and troubleshooting;

(iii) Giving assistance to litigants, advocates, and clerks.

(c) The e-filing centres shall maintain a Log Book recording daily operations, services rendered, and any technical issues encountered;

(d) Priority assistance shall be provided to senior citizens and persons with disabilities;

(e) Internet connectivity shall be maintained without interruption during operational hours.

21. *Service Conditions*.—

(i) The following services may be rendered on a chargeable basis:—

A nominal charge of maximum of ₹ 1 per page can be levied by the applicant for providing e-filing services such as Document Scanning/Uploading/Meta Data Entry etc.

(ii) The following services shall be mandatory and rendered on nonchargeable basis:—

(a) Basic guidance and assistance for e-filing procedures;

(b) Access to e-court services and case status inquiry;

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(c) Services to Below Poverty Line (BPL) card holders and legal aid beneficiaries.

22. *Obligations*.—Every successful applicant Association shall be bound by the following obligations, namely:—

(a) Maintain uninterrupted service during all working days and hours of the respective Court Centres;

(b) Ensure availability of at least one trained person during operational hours and arrange a substitute in case of leave/absence;

(c) Exercise utmost care in handling, operating, and maintaining all supplied gadgets as per manufacturer's guidelines;

(d) Maintain high standards of service delivery and ensure user satisfaction;

(e) Bear all maintenance, repair and replacement costs on the expiry of the warranty period;

(f) Meet all electricity, Internet and other operational and incidental expenses;

(g) Submit detailed monthly/quarterly/reports to the Bar Council of Kerala covering the following details, in the Table given below:—

TABLE

Sl. No.	*Items*	*Details*
(1)	(2)	(3)
(i)	Number of users served	:
(ii)	Types of services provided	:
(iii)	Revenue generated	:
(iv)	Equipment status and maintenance activities	:
(v)	Feedback and suggestions for improvement	:

(h) The financial transactions of the e-filing centres shall undergo timely inspection and annual audit by the Secretary of Bar Council or by such person as authorized by the KLBFTC.

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(i) Report any violations of the conditions of the Scheme or operational difficulties immediately to the Bar council and the Bar Council shall intimate the same to KLBFTC at the earliest.

(j) Ensure complete confidentiality and security of all user data and documents.

(k) Strictly comply with all applicable laws, court rules and Bar Council regulations.

(l) If any violation of terms and conditions of the Scheme, on the part of any successful applicant, comes to the notice of KLBFTC, the KLBFTC shall take such action as it deems fit.

APPENDIX

APPLICATION FORM

Sl. No.	*Details required*	*Details furnished*
(1)	(2)	(3)
1	Name of the Applicant Association with Registration Number	
2	Name of the authorized Signatory (Secretary/President)	
3	Permanent residential address of the authorized Signatory with pin code	
4	Official e-mail id and phone number	
5	Address for on-site delivery and service	
6	Details of trained personnel	
7	Whether sufficient office space and infrastructure to install the Computer, Scanner and UPS near the court premises where the lawyers, clerks and litigant public shall have free access is identified or not ? If identified, provide details	
8	Total number of the members of the Association	
9	Bank Account Number of the Association with IFS Code, Branch name and address	
10	Proof of remittance of application fee ie., ₹ 1000	

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DECLARATION

I, …… do hereby declare that the particulars furnished above are true and correct.

Place :

Date :

(*Signature of the Applicant/Authorized Signatory*)

(*Official seal of the Association*)

Schedule of Gadgets

Product Type	*Product Name*	*Serial Number*	*Quantity*
(1)	(2)	(3)	(4)
Computer			
Scanner			
UPS			

BOND

(*To be executed by the Secretary/President of the Association on non-judicial stamp of value of ₹ 500*)

This BOND is made on this the ..... day of .....…….. (month) …… (year) by …….. S/o./D/o. ..... aged ..... holding the charge of ..... in the Office of …….. .....……... Association.

WHEREAS, the Kerala Legal Benefit Fund Trustee Committee (hereinafter referred as 'KLBFTC' which expression shall mean and include their respective heirs, executors, administrators or assigns) has supplied Computer, Scanner and UPS (one each) on the conditions stipulated in the Scheme for establishing e-filing Centres for Litigant Public.

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AND WHEREAS, I have remitted 10% of the project cost in favour of the Scheme payable to the Special Treasury Savings Bank A/c No. 799011400008108 in the name of Law Secretary opened specifically for the purpose of this Scheme maintained at District Treasury, Thiruvananthapuram.

AND WHEREAS, I have received the said gadgets described in the Schedule appended by agreeing to the conditions specified in this Scheme.

AND WHEREAS, I have agreed to provide sufficient office space to install the Computer, Scanner and UPS near the Court premises and the advocates, advocates' clerks and litigant public shall have free access.

AND WHEREAS, I have agreed that the custody and maintenance of supplied gadgets under this Scheme shall be the responsibility of my Association.

NOW, BY THIS BOND, I hereby and hereunder hold and firmly bind myself and my heirs, executors, administrators and assigns to pay to the Kerala Legal Benefit Fund, the actual cost of gadgets received along with the 12% interest till the recovery of said amount to the Kerala Legal Benefit Fund by the KLBFTC, in the event of the KLBFTC finding any misuse, mal-administration, damage to the supplied gadgets or I have furnished any false information or particulars in the Form appended to the Scheme.

Signed, sealed and delivered

(*Executor of the Bond/Authorized Signatory*)

In the presence of :

Witness No. 1.

Witness No. 2.

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